

**Official Minutes  
Planning and Budgeting Council (PBC)  
September 21, 2009  
3:00 PM  
Pierre Coste Room**

**PBC Members Present:** John Bilmont, Carlota Del Portillo, Attila Gabor, Peter Goldstein, Don Q. Griffin (Chair), Marc Kitchel, Donald Lind, Susan Lopez, Madeline Mueller, Alice Murillo, Francine Podenski, Karen Saginor, Athena Lynn Steff, Ryan Vanderpol, David Yee.

**Guests:** Lawrence Edwardson, Gus Goldstein, Chris Hanzo, Hal Huntsman, Steve Kech, Pamela M. Mery, Fred Teti.

**I. Approval of Minutes**

The minutes of September 15 were approved as reported.

**II. Budget Report**

Peter Goldstein reported that no revised budget spreadsheet was available yet, but that the finance team would soon have a spreadsheet to share with the PBC. Administration is now doing a complete analysis of what has been budgeted and what has been expended for this year. Dr. Griffin said he would ask the Board to approve taking up to \$1.46 mil. from the reserve this year with an understanding that the Board could be asked to authorize another \$2.54 mil. if circumstances warrant it. John Bilmont reported that there are significant favorable variances in many budgeted expenditures, but there is still an overall shortfall in actual savings, when compared to the savings the College had planned to achieve. Some personnel expenses have been moved from the unrestricted general fund to categorical funding where appropriate. The spring schedule is being put together. We need to know if a 6.75% reduction in sections is sufficient for fall and spring. We are cutting about 675 sections in the fall and spring. Chairs want to know as soon as possible if there is going to be an additional reduction in sections. The Chancellor said he would prefer not to cut sections beyond what is planned, so that we can continue to serve the community and earn growth funding in future years. He said it would be a mistake to try to cut additional sections this spring.

It was noted that students do not know the summer school situation for next year as of this point, so the College will need to communicate those facts as soon as the Board makes a determination. Even a "100% cut" will not be universal in that a few credit programs cannot be stopped in summer, and the College for Teens and should be continued. Gus Goldstein of AFT2121 wants the message to go out regarding specifically which programs might still be going on.

Cuts to summer will not affect the salaries or positions of full time classified employees, although some might work in different locations or take care of tasks that they normally do not have time to do.

The PBC reluctantly supports a "100% cut" of the 2008 level of summer, as opposed to an 85% cut. That creates more feasibility for adding back sections in 2010-2011, so that we can get back up to our base enrollment. The strategy for managing FTES for 2010-2011 will be different than our strategy for this year. To reduce spending further could affect jobs in a way CCSF does not want to do, so the finance team wants to take more time before bringing another set of numbers to the PBC, along with some recommendations. Right now, the focus is on preserving the workforce, and cutting both budgeted and actual expenditures to bring them more into line with anticipated revenues.

Chris Hanzo of AFT2121 said he is concerned about jobs, since overloads, retiree assignments, and some part time assignments have already been reduced or eliminated. He said the union will need more College data to look at and share with their members. He expressed that the College should take maximum advantage of attrition as a way of saving money. Dr Griffin said we keep getting additional information affecting our course of action, but we should not be panicking; instead we should wait until we have the numbers, which will be very soon. The financial team is dedicated to giving the College community the numbers that it needs to review.

### **III. Discussion of Joint Meetings with the Board**

This item was postponed.

### **IV. Institutional Plans Gantt Chart**

Pamela Mery presented an Institutional Plans Gantt chart on which she had scheduled the updates and revisions of collegewide plans. There was discussion and feedback about some of the timelines.

### **V. Strategic Planning Update**

Pamela Mery reported on strategic planning activities and brought a revised and more detailed calendar of what would be accomplished in Fall 2009 on the development of a new strategic plan for the College. The Institutional Plans Gantt Chart also reflects the Strategic Plan development and review process taking place over three semesters ending in Fall 2010. Additional volunteers came forth at the meeting to serve on the selection committee for the temporary Strategic Planning Coordinator position.

### **VI. Educational Master Plan Timeline**

Alice Murillo reported that the deans are still working on the Education Master Plan and will use internal and external environmental scan information from the Research and Planning Office to inform their planning activities. She expects that plan development process to conclude in Spring 2010. It was suggested that the program review plans could also be used to inform the Education Master Plan.

### **VII. Annual Planning Gantt Chart**

Pamela Mery presented the Annual Planning Gantt Chart. She explained that the chart did not propose anything new; rather, it was a representation of current annual planning procedures.

### **VIII. Other Business**

The next meetings of the PBC are 10/5, 10/20, 11/3, 11/16, 12/1 and 12/7.

Respectfully submitted,

Susan Lopez